

# **Permit Refund Policy**

## **Refunds may only be approved and issued by the MCS Office.**

A memorandum from the Office of the Attorney General sets clear guidelines, based on RCW 43.88.170, as to when permit moneys can be refunded. Accordingly, the following policy will be followed: Refunds may only be made on permits issued in consequence of error, either of fact or of law made by the permit issuer. This refers to those errors occurring when the permit is purchased or obtained. All refunds must be approved by the appropriate authority. The Administrator, Commercial Vehicle Services (CVS), has the authority to approve or deny requests for refunds of WSDOT permits. This authority has been delegated to the Motor Carrier Services (MCS) Permit Program Manager. Further sub-delegation of the authority is authorized upon written approval of the Administrator.

### **Reason for Denial of Refund**

In those instances where the applicant, after obtaining a permit, decides not to use it or because of circumstances beyond their control cannot use it, the fee is not subject to refund. Examples would include but not be limited to: road closures, weather conditions, cancellation of move by shipper, equipment failure, or deletion of vehicles from existing fleets. If the weight or size is incorrectly requested at the time the permit is issued, the fee will not be refunded. After obtaining and signing a permit, the permittee has acknowledged the information to be true and correct.

There is a no refund policy for DOL trip and fuel permits sold per RCW 46.16.160 (5) and RCW 82.38.100 (5).

### **Refund Application**

Refund Applications must be submitted on DOT Form 560-024. The form is available on-line at [www.wsdot.wa.gov/commercialvehicle](http://www.wsdot.wa.gov/commercialvehicle).

The application must be filled out in its entirety and signed. It must show the permit number being requested for refund, the date it was issued, the name of company or individual the permit was issued to, and the complete mailing address. (Checks will be made out to the Firm or individual the permit was issued to unless otherwise approved).

Requests for refunds must be submitted and received by the MCS Office within sixty days of permit issuance. Those applications received later than sixty days will be returned to the applicant and refunds will be disapproved. The applicant is required to give an explanation for the refund request. If more space is required, the applicant may use a plain sheet of paper to complete the explanation.

### **Supporting Documents**

In order to process the refund request, the following documents may be required:

1. The original copy of the permit.
2. If replaced, the permit number it was replaced by.

### **Refund Appeal Process**

If an application for refund is denied, the applicant may appeal this decision to the Administrator, CVS Office. The appeal shall be made in writing and submitted within ten working days of receipt of refund disapproval. All extenuating circumstances must be given for why the original disapproval should be reversed.



# Transportation Permit Refund Application

Date Sent

Name on Permit		Mailing Address (for sending warrant if applicable)	
Phone (Include Area Code)			
Permit No.	Date Issued	Replaced by Permit No.	Refund Amount Requested \$
Explanation of Request			
Approval must be obtained from the permittee to issue a warrant to anyone other than the entity identified on the permit.			
Signature of Permittee: _____			
Issue Warrant to: _____			
I, the undersigned permittee or agent thereof certify that the information shown hereon is known by and is true and correct. I further agree that reimbursement of fees is subject to approval by the Washington State Department of Transportation.			
Signature of Permittee or Agent Thereof: _____			

**Send completed application and supporting documentation to:**

Motor Carrier Services  
PO Box 47367  
921 Lakeridge Way SW  
Olympia, WA 98504-7367  
Phone 360-704-6340 / Fax 360-704-6350  
[www.wsdot.wa.gov/commercialvehicle](http://www.wsdot.wa.gov/commercialvehicle)

For Official WSDOT Use Only			
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Reviewed By	Date	Refunded Amount \$